

KENTUCKY TRANSPORTATION CABINET

Kentucky TRNS*PORT Information Series

SiteManager Module

Server to PM Pipeline Window

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General Description

The Server to PM Pipeline window lets the Project Manager (or any user with security rights) download (check out) data from the server's database to the standalone workstation's database.

PIPELINE SUMMARY FOLDER TAB

Pipeline Summary Folder Tab Description

The Server to PM Pipeline Summary folder tab shows the number of Daily Work Reports, Diaries, Change Orders, and Force Accounts selected.

Policy and Procedure

Users may select the Pipeline Summary Folder Tab to download basic contract data and Daily Work Reports to the Standalone database. Users must pipeline Basic Contract Data in order to use SitePad and to work on SiteManager while not connected to the server.

Basic Contract Data should be pipelined to Standalone mode at least once a week to ensure that SitePad and the Standalone database have the most current contract information.

Field Table

Field Name	KYTC Population Policy & Procedure
Contract ID	This field is auto populated with the Contract ID.
Description	This field is auto populated with the description of the contract.
Basic Contract Data	Select the Basic Contract Data checkbox when you need to download the basic contract data. This field indicates that the Basic Contract Data is to be downloaded. If the Project Manager checks the Basic Contract Data box, all of the Contract data required to process the Daily Work Reports, including Change Orders and Force Accounts, is downloaded to the Project Manager's workstation. The Contract is updated on the server with a flag to indicate that the Contract has gone to the field. The Check-In/Check-Out Log table on the server is updated with the Project Manager's ID and the Check-out date.

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Field Name	KYTC Population Policy & Procedure
Diaries	This field is auto populated with the number of Diaries to be downloaded.
Change Orders	This field is auto populated with the number of Change Orders to be downloaded.
Materials	Select the Materials checkbox when you need to download materials data. This field indicates whether or not Materials data is to be downloaded. When the Project Manager selects the Materials box, all of the reference data required to enter new Material sampling and testing data is downloaded to the Project Manager's workstation. Materials data can be downloaded without selecting a Contract.
DWRs	This field is auto populated with the number of DWRs to be downloaded.
Force Accounts	This field is auto populated with the number of Force Accounts to be downloaded.
Users	This field is auto populated with the number of users for whom Security and In-Box data is downloaded.
Pipeline Status	Auto displays messages on the status of a pipeline process in progress.

DIARY SELECT FOLDER TAB

Diary Select Folder Tab Description

The Diary Select folder tab lets the user select Diaries to download.

Policy and Procedure

Diaries should not be selected to pipeline to Standalone Mode.

Diaries must be created in Server mode. All users have no rights to diary in Standalone mode. Resident Engineer will create and authorize diaries in Server mode. (All information will be available to the person creating a diary.)

Field Table

Field Name	KYTC Population Policy & Procedure
Contract ID	Transportation agency-defined ID of the Contract. - KYTC will not be using this field.
Contract Description	- Description of the Contract. - KYTC will not be using this field.
Diary Date	- Date of Diary. - KYTC will not be using this field.
Credit Day	- Number of credit days for the Diary.

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Field Name	KYTC Population Policy & Procedure
Value	KYTC will not be using this field.
Credit Reason Type	Reason for the credit. - KYTC will not be using this field.
Locked	On the Server to PM Pipeline window, this field indicates that the Diary is downloaded from the server (checked out). On the PM to Server Pipeline window, this field indicates that the Diary is uploaded to the server (checked in). - KYTC will not be using this field.
Add button	Adds the selected Diaries from the top data window to the bottom data window. - KYTC will not be using this field.
Remove button	Removes the selected Diaries from the bottom data window. - KYTC will not be using this field.
Rem All button	Removes all of the Diaries from the bottom data window. - KYTC will not be using this field.

DWR Select FOLDER TAB

DWR Select Folder Tab Description

The DWR Select folder tab lets the user select Daily Work Reports to download.

Policy and Procedure

User may select Daily Work Reports from this folder tab to download to Standalone mode to modify if needed or to review. This folder tab also displays the estimate number that includes the DWR. Users should only pipeline their own DWR. They should not pipeline other user's DWRs because it will lock those users from modifying their own work.

DWRs must be pipelined back to the server within 48 hours of the work being performed or as needed for the estimate. Inspectors should not have more than two days worth of DWRs on their standalone database or in SitePad at a time.

Field Table

Field Name	KYTC Population Policy & Procedure
Contract ID	This field is auto populated with the Contract ID.
Contract Description	This field is auto populated with the description of the contract.
User Name	This field is auto populated with the Name of the Inspector who created the

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Field Name	KYTC Population Policy & Procedure
	Daily Work Report.
DWR Date	This field is auto populated with the Date of the Daily Work Report.
DWR Locked Ind	This field is auto populated with an indicator that reflects whether or not the Daily Work Report can be modified on this workstation.
Estimate Number	This field is auto populated with the estimate number that includes the DWR.
Add button	After selecting the DWR(s) in the DWRs List window to be downloaded, click on the Add button to include the DWRs in the download.
Remove button	After selecting the DWR(s) in the Selected DWRs window not to be downloaded, click on the Remove button to not include the DWRs in the download.
Rem All button	Click the Remove All button to not include any DWRs in the download that were previously selected to be downloaded.

CHANGE ORDER SELECT FOLDER TAB

Change Order Select Folder Tab Description

The Change Order Select folder tab lets the user select Change Orders to download.

Policy and Procedure

Change Orders are automatically included when the Basic Contract Data is pipelined to Standalone mode. Therefore, Change Orders will not need to be selected for pipelining.

Field Table

Field Name	KYTC Population Policy & Procedure
Contract ID	This field is auto populated with the Contract ID.
Contract Description	This field is auto populated with the description of the contract.
Change Order Number	This field is auto populated with the change order number
Change Order Description	This field is auto populated with the description of the change order.
Add button	After selecting the Change Order(s) in the Change Orders List window to be downloaded, click on the Add button to include the DWRs in the download.
Remove button	After selecting the Change Orders(s) in the Selected Change Orders window not to be downloaded, click on the Remove button to not include the Change Orders in the download.

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Field Name	KYTC Population Policy & Procedure
Rem All button	Click the Remove All button to not include any Change Orders in the download that were previously selected to be downloaded.

FORCE ACCOUNT SELECT FOLDER TAB

Force Account Select Folder Tab Description

The Force Account Select folder tab lets the user select Force Accounts to download

Policy and Procedure.

KYTC will not utilize this folder tab.

Field Table

Field Name	KYTC Population Policy & Procedure
Force Account ID	This field is auto populated with the Force Account ID.
Force Account Description	This field is auto populated with the description of the force account.
Add button	Adds the selected Force Account(s) from the top datawindow to the bottom datawindow. - KYTC will not be using this button.
Remove button	Removes the selected Force Account(s) from the bottom datawindow. - KYTC will not be using this button.
Rem All button	Removes all of the Force Accounts from the bottom datawindow. - KYTC will not be using this button.

USER SELECT FOLDER TAB

User Select Folder Tab Description

The User Select folder tab lets the user select user data to download. The system downloads Security and In-Box data for the selected users.

Policy and Procedure

KYTC will not utilize the User Select folder tab. (This is for using the zip function.)

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Field Table

Field Name	KYTC Population Policy & Procedure
User ID	This field is auto populated with the User ID.
User Name	This field is auto populated with the name of the user.
Add button	Adds the selected Users from the top datawindow to the bottom datawindow. - KYTC will not be using this button.
Remove button	Removes the selected Users from the bottom datawindow. - KYTC will not be using this button.
Rem All button	Removes all of the Users from the bottom datawindow. - KYTC will not be using this button.